



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
5th Floor, Philippine International Convention Center,
Vicente Sotto Avenue, Pasay City, Metro Manila 1307



REQUEST FOR QUOTATION

MOA SIGNING/PROJECT LAUNCHING - LEASE OF VENUE (APP Item No. DSPQR 2023-0024)

23 November 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **MOA SIGNING/PROJECT LAUNCHING LEASE OF VENUE (APP Item No. DSPQR 2023-0024)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **12:00nn., 28 November 2023**.

The service providers/suppliers must also submit the following requirements:

1. Copy of Valid and Current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return of the preceding year¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Evaluation and Selection Criteria: Bid proposals/quotation shall be evaluated in accordance with the Table Rating Factors for Lease of Venue under Annex H – Appendix B (D) of the 2016 Revised Implementing Rules and Regulations of RA 9184. Only the proposals of service providers/lessor with a weighted average of at least Eighty-Five percent (85%) shall be considered as responsive.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

Digitally signed by
Patula Maria Theresita
Elnar

ATTY. MARIA THERESITA E. PATULA
BAC Chairperson
National Privacy Commission

¹ Except for government agencies as lessors, pursuant to Annex H – Appendix A of the 2016 Revised Implementing Rules and Regulation of RA 9184

SCOPE OF WORK
MOA SIGNING/PROJECT LAUNCHING - LEASE OF VENUE

| Item | Unit | QTY | Description/Specifications | Approved Budget of the Contract (Php 250,000.00) | | Compliance (Manifest your compliance by writing " <u>COMPLY</u> " in every item) |
|------|------|-----|--|--|-------|---|
| | | | | Unit Price | Total | |
| 1 | lot | 1 | <ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: <p>1. Scope of Work</p> <p>A. Event Venue</p> <p style="padding-left: 40px;">100 Guest and 40 Crew</p> <p>1. Capacity A separate meeting room or holding area at least 324 square meters</p> <p style="padding-left: 40px;">Registration Area</p> <p>2. Location Must be located within Metro Manila</p> <p>3. Security and Safety</p> <p>4. Internet Provision <i>"See attached Scope of Work for the description"</i></p> <p>5. Others</p> <p>6. Availability of Venue December 01, 2023</p> <p>7. Allow ingress at 6:00 am on the event date and egress for other suppliers</p> <p>B. Food</p> <p>1. Plated meals for 30 pax to be served for events VIPs</p> <p>2. Buffet Lunch - <i>"See attached Scope of Work for the description"</i></p> <p>3. Free flowing Coffee and tea</p> <p>4. Lunch is served at 12:00 n.n.</p> <p>C. Basic Audio Equipment</p> <p>Speaker and digital audio mixer with at least 2 wired microphones with stand, with audio playback capabilities</p> | | | |

| | | | | | | |
|--------------|--|--|--|--|--|--|
| | | | 2. Confidentiality and Ownership "See attached Scope of Work for the description" | | | |
| | | | 3. Professional Fees and Terms of Payment "See attached Scope of Work for the description" | | | |
| TOTAL | | | | | | |

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Delivery shall be made on December 01, 2023.
- VII. Payment terms must be 50% upon confirmation and 50% after the event.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



SCOPE OF WORK

MOA SIGNING / PROJECT LAUNCHING - LEASE OF VENUE (DSPQR 2023-0024)

I. BACKGROUND

In recognition of the significant synergies and complementarity of working together towards a harmonized approach in performing their respective duties, functions, and mandate, the NPC and DICT have agreed to formalize their intersecting mandates to promote and protect data privacy and consumer rights of the Filipino people to render more effective and efficient public service. The two agencies agree to collaborate, cooperate, and jointly commit in implementing the Digital Security and Privacy Quick Response Project within the jurisdiction of the NPC to guarantee the continued protection of every citizen's right to privacy by ensuring the speedy disposition of complaints filed before the concerned agencies.

The primary objectives of the campaign are to raise awareness about the Digital Security and Privacy Quick Response (DSPRT) Program and establish it as a reliable and efficient solution for addressing cybersecurity and data privacy concerns. The campaign aims to educate individuals and organizations about the program's existence and highlight its effectiveness in dealing with privacy panics and cybersecurity threats. By promoting the program's features and benefits, the campaign strives to encourage individuals and organizations to report any privacy or cybersecurity issues they encounter to the program.

To kick off this initiative, it is recommended to host a launch event designed to ignite excitement and capture extensive public attention. This event should include the participation of crucial stakeholders, community leaders, and representatives from local media outlets.

II. OBJECTIVES

To create an engaging and informative activity profile for the kick-off event and MOA (Memorandum of Agreement) signing that effectively conveys the event's purpose, key participants, and the significance of the agreements being signed, while also capturing the attention and interest of the target audience.

III. SCOPE OF WORK

The NPC requires a venue for the conduct of the Kick-Off event for Digital Security and Privacy Quick Response to be held on **1 December 2023** within Metro Manila. The inclusions for the “Lease of Venue” include:

- A. Event Venue
- B. Food
- C. Basic Audio Equipment

Specifically, the inclusions are as follows:

A. Event Venue

The event venue shall possess world-class facilities and equipment that meet international standards and be operated by an experienced and professional staff who can meet the requirements of sophisticated domestic and foreign clientele.

The specifications are as follows:

1. Capacity:
 - a. The venue must accommodate 100 guests and 40 crew.
 - b. A separate meeting room or holding area at least 324 square meters.
 - c. Registration Area
2. Location: Must be located within Metro Manila.
3. Security and safety:
 - a. Security personnel provided on building perimeter areas and internal patrols for common areas.
 - b. Dedicated Banquet Manager and Health Safety Manager.
4. Internet provision:
 - a. Dedicated LAN internet connection bandwidth with at least 15mbps.
 - b. WIFI internet access for all guests
5. Others:
 - a. Sufficient air-conditioning and adequate lighting facilities for events.
 - b. Adequate and clean comfort rooms for both male and female guests.
 - c. Signage or standees for reference and guidance.
 - d. Free parking for guests.

- e. Physical Arrangement/Layout plans:
Appropriate stage set-up consistent with the plan that will be provided by the NPC DSPRT Team including:
 - Stage platform
 - Basic table set up with table number and menu card
6. Availability of venue on 1 December 2023
7. Allows ingress at 6:00 a.m. on the event date and egress for other suppliers.

B. Food

Provide food for VIPs and Guests

For VIPs and Guest

- a. Plated Meal for 30 pax to be served for event VIPs;

Buffet Lunch:

- Salad
- Soup
- Appetizer
- 4 Main Dish of different variety
- Rice
- Dessert
- Soda or Juice

- b. Free flowing coffee and tea
- c. Lunch serve at: 12 noon

C. Basic Audio Equipment

Speakers and digital audio mixer with at least 2 wired microphones with stand, with audio playback capabilities.

IV. PROFESSIONAL FEES AND TERMS OF PAYMENT

1. The NPC shall pay a total of Two hundred fifty thousand (P250,000.00) for the lease of venue for services and shall be inclusive of taxes, and other related charges.
2. Payment terms:
 - 50% upon confirmation
 - 50% after the event
3. Must accept "send bill" payment terms

V. CONFIDENTIALITY AND OWNERSHIP

1. The Lease of Venue provider shall hold and maintain the confidentiality of all materials, references, data, and other related information, whether in document or electronic form, which shall come into its possession in relation to and as a consequence of the service contract.
2. Upon completion/termination of the service contract, all materials, references, data, and other related information, whether in document or electronic form, in the possession of the Lease of the Venue provider shall be immediately inventoried and returned to the NPC.

VI. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Service.

The mode of procurement shall be: *Lease of Venue*

VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : Digital Security and Privacy Quick Response Project - Annual Procurement Plan FY 2023 (DSPQR 2023-0024)

Approved Budget for the Contract : Two Hundred Fifty Thousand Pesos Only (Php250,000.00).

Prepared by:



Digitally signed by
Santos Michael
Reyes

ATTY. MICHAEL R. SANTOS

Project Lead/Focal Person, Digital Security and Privacy Quick Response Project

Recommending Approval:



Digitally signed by
Patula Maria
Theresita Elnar

ATTY. MARIA THERESITA E. PATULA

Project Director for Operations, Digital Security and Privacy Quick Response Project

Approved by:



Digitally signed by
Alzona Ivin Ronald
De Mesa

ATTY. IVIN RONALD D.M. ALZONA

Project Manager, Digital Security and Privacy Quick Response Project